

**YAKAMA NATION HUMAN RESOURCE DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2011-180 **Issue Date:** 09-26-11 **Closing Date:** 10-07-11

Information Technology (IT) Technician
Yakama Nation Gaming Commission
Gaming Commission Information Technology Department
Hourly Wage: \$18.91/Full-Time/Regular

Under the direction of the IT Manager, the IT Technician is responsible for the daily monitoring, installation, and maintenance of all Gaming Commission computerized systems, including but not limited to: troubleshooting and upgrading of computer hardware, software, Gaming Commission Networking infrastructure, and Gaming Commission electronic mail systems. IT Technician is to assess user training needs and trains users in effective use of applications, will offer recommendations regarding hardware and software acquisitions, prepared documentation and provides user assistance to Commission personnel, and performs related work as required. Systems include, but are not limited to, the Gaming Commission's Local Area Network (LAN), Digital Recording Equipment, Virtual Matrix Solutions, CCTV Infrastructure, External network connections with the Yakama Legend Casino and Tribal Administration, proximity access control systems utilized to secure the gaming operation(s). The IT Technician is to administer, perform installations, and perform maintenance on Gaming Commission networking equipment, Windows based networking equipment, and Digital Video networking equipment. The IT Technician shall also be responsible to Commission website design and maintenance, installation and wiring of all networking infrastructure and related equipment as directed by the IT Manager.

Knowledge, Skills and Abilities:

- Must commit to continuous training as deemed necessary to fulfill the demands of the position.
- Skill in handling multiple tasks under stress and pressure while maintaining accuracy.
- Ability to complete assigned duties and ensure work for accuracy, neatness, and conformance with all policies and procedures.
- Ability to work closely with all YNGC staff to ensure a positive work environment.
- Ability to establish and maintain effective working relationships with other department staff, supervisors/manager, elected officials and the public.
- Ability to adapt and learn new systems that will be implemented by the Gaming Commission as approved by the information Technology Manager.
- Ability to shift from working independently to a team environment as job duties dictates.
- Ability to plan, organize and prioritize tasks and work assignments.
- Ability to demonstrate excellent verbal and written communication skills required.

General Recruiting Indicators:

- High school diploma or GED required; Bachelors of Science Degree in information technology, computer science, or related field preferred. Three years of progressive work in general computer installation, maintenance and repair experience; or equivalent combination of education and experience sufficient to successfully perform the essential duties of the job. Any equivalent combination of education and work experience may be substituted for required qualifications.
- Required to pass a pre-employment drug and alcohol test.

Special Requirements:

- Possess and maintain a valid Washington State driver's license throughout employment and ability to obtain and maintain a Tribal driver's permit.
- Ability to pass an annual thorough criminal background investigation.
- Must be physically fit with the capabilities of lifting 50lbs and performing physically demanding tasks for long hours.